



## DESIGNATED SUBJECTS VOCATIONAL OR ADULT CREDENTIAL

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Your Preliminary Vocational or Adult Designated Subjects Credential has been granted. The renewal requirements listed on your credential and outlined below need to be completed prior to the expiration date of your preliminary credential, you will be unable to teach in California Public Schools under this credential until those requirements are met and the document is renewed.

Five-year preliminary designated subjects credentials require the holder to complete specific Level I Requirements, during the first two years of the credential's validity. Once those requirements are met, the credential is automatically extended for a full five years from the initial date of issuance of the credential. There is no need to submit an application to the Commission for this extension. Once Level I Requirements have been completed, the holder may begin to fulfill Level II full-time only requirements, which must be completed prior to applying for the professional clear credential. (For more information, see reverse.)

### Requirements for Renewal of the One-Year Preliminary Credential

You may renew your one-year preliminary credential for the remaining four years of the preliminary time period provided by law upon submission of an application and fee, and successful completion of a two-semester-hour course or an examination covering the provisions and principles of the Constitution of the United States completed through an approved community college, college or university. Your application may be filed through an approved Local Education Agency (LEA) (see CL-506) and/or Employing School District (ESD).

### Requirements for the Professional Clear Credential

You may obtain a professional clear credential upon submission of an application and fee, and verification of the items listed on your credential and outlined below. Your application may be filed through an approved LEA (see enclosed list) or an ESD.

### Professional Clear Full-Time Vocational or Adult Credential

*Applicants must satisfy all of the following requirements:*

1. Possession of the appropriate valid Preliminary Full-Time Vocational or Adult Credential
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary credential and must have occurred while holding the preliminary credential
3. Verification by an LEA of the completion of all Level I and Level II (see terms and definition) requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which covers infant and child to adult CPR skills
5. A recommendation from a Commission-approved LEA

### Professional Clear Part-Time Vocational or Adult Credential

*Applicants must satisfy all of the following requirements:*

1. Possession of the appropriate valid Preliminary Vocational or Adult Credential
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary credential and must have occurred while holding the preliminary credential
3. Verification by an LEA of the completion of all Level I (see terms and definition) requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which covers infant and child to adult CPR skills
5. A recommendation from a Commission-approved LEA

(continued)

## **Requirements for Renewal of the Professional Clear Credential**

Once a professional clear credential is obtained, the holder has five years to complete the following:

- For the Professional Clear Adult Education Full-Time Credential the holder must complete 100 clock hours of planned and approved professional growth
- For the Professional Clear Adult Education Part-Time Credential the holder must complete 50 clock hours of planned and approved professional growth
- For the Professional Clear Vocational Education Full-Time Credential the holder must complete 150 clock hours of planned and approved professional growth
- For the Professional Clear Vocational Education Part-Time Credential the holder must complete 75 clock hours of planned and approved professional growth, and two years of work experience directly related to the subject named on the credential during the period of validity of the credential

Professional growth activities must be documented on a "Professional Growth Plan and Record" form by the credential holder and professional growth advisor. Refer to the Professional Growth Manual for more information.

For the renewal of the professional clear credential, the holder must submit the Professional Growth Plan and Record form, the application form (41-4) and the processing fee; or the Renewal and Reissuance form (41-Ren) with the self-verification section completed, and the processing fee.

### **Terms and Definitions**

**Level I** requirements for the Adult Education Designated Subjects Teaching Credential consist of 4 semester units or 60 clock hours of CCTC-approved personalized preparation to be completed within the first two years of the five-year preliminary period. Level I requirements for the Vocational Education Designated Subjects Teaching Credential consist of 6 semester units or 90 clock hours of CCTC-approved personalized preparation to be completed within the first two years of the five-year preliminary period.

**Level II** requirements for the Adult Education Full-Time Designated Subjects Teaching Credential consist of 5 semester units or 75 clock hours of CCTC-approved personalized preparation to be completed prior to the issuance of the professional clear credential. Level II requirements for the Vocational Education Full-Time Designated Subjects Teaching Credential consist of 6 semester units or 90 clock hours of CCTC-approved personalized preparation to be completed prior to the issuance of the clear or professional clear credential.